

WESS Application System PKI Login Registration Process

PKI Login Registration Process

Below are three selections to provide instructions on how to register PKI login for WESS. Please select the appropriated choice by clicking the link.

New WESS Customer

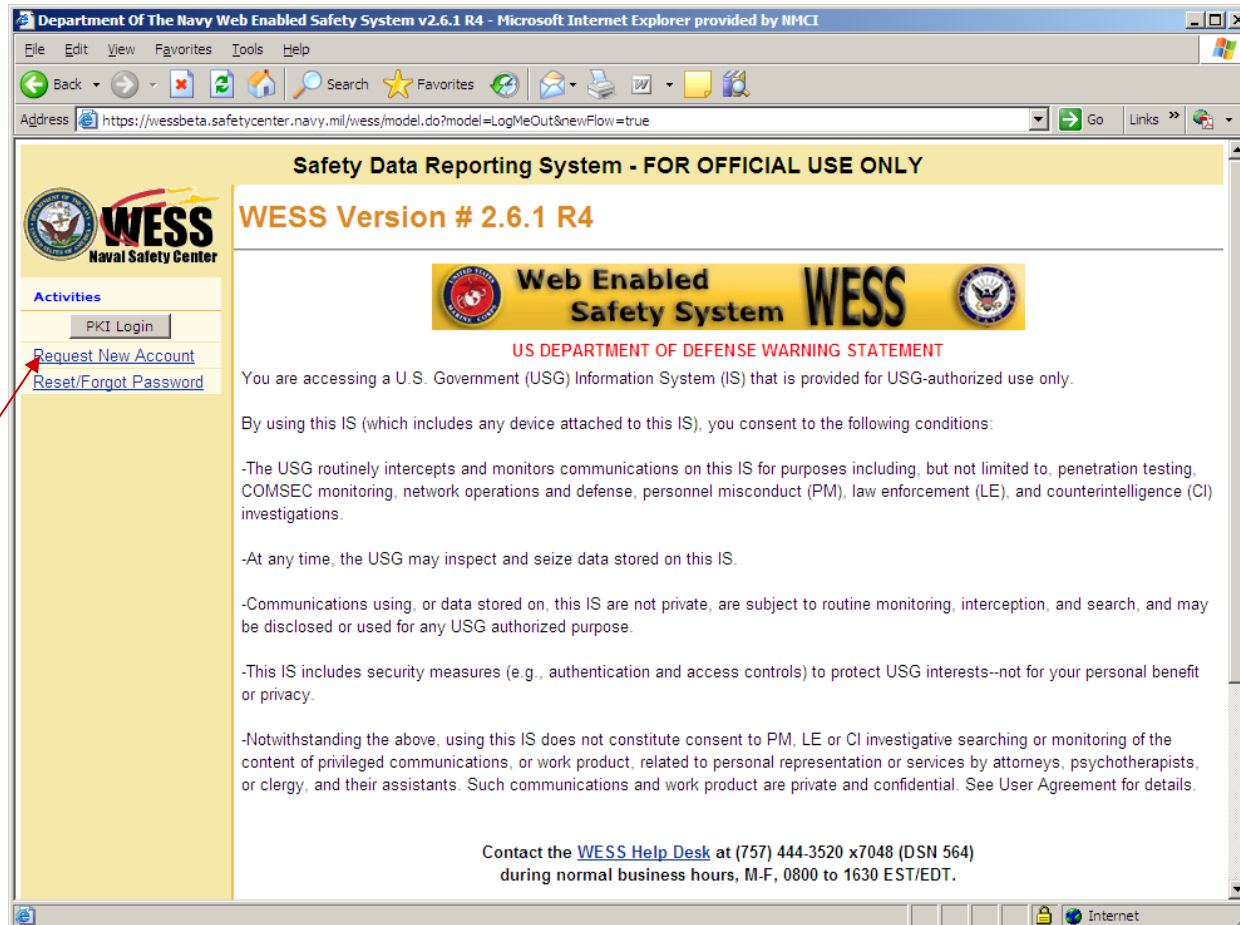
Existing User: Expired password process

Register PKI login with WESS account

This procedure will display images of the process of requesting access to using the PKI login feature in WESS version 2.6.1.

(See Figure 1 - Figure 19)

New WESS Customer Instructions



Click here
Request New
Account

(Figure 1: WESS application login)

WESS - PKI Registration Guide

New WESS Customer instructions continue

Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI

Back Forward Stop Search Favorites Go Links

Address <https://wessbeta.safetycenter.navy.mil/wess/model.do?model=eamRequest&workflow=requestaccount&newFlow=true>

Web Enabled Safety System - FOR OFFICIAL USE ONLY

WESS Account - Usage Terms and Conditions [Help](#)

WESS
Naval Safety Center

Activities
[Return Home](#)

TERMS AND CONDITIONS FOR WESS ACCOUNT REQUEST

Ref: (a) OPNAVINST 5239.1A
(b) SECNAVINST 5239.2
(c) COMNAVSAFECEININST 5239.1D
(d) SECNAVINST 5720.47 dtd 7/99

1. When accessing the Naval Safety Center's WESS system, I understand it is **MANDATORY** that I use all Information System (IS) **EQUIPMENT and SOFTWARE** in accordance with the above references, current copyright laws, and IS security guidelines established by the Department of Defense.

2. Passwords issued to individuals are unique identifiers of that individual's authority and privilege. The individual's assigned password will be the only allowable method of entering the AIS network through remote terminals. An individual's password is critical and must be protected by the individual who has the responsibility and the obligation to maintain his/her password integrity.

3. You are required to change your password after initial login and every sixty days thereafter. The rules for changing your password at initial login will be displayed when you select the 'Change Login Password' option on the first WESS menu.

4. Compromise or suspected compromise of a given password must be reported to the Information Assurance Manager (IAM) or Information Assurance Officer (IAO). The compromised password must be changed as soon as possible using the 'Change Password' option.

5. The information contained in this site is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.

6. You are required to complete WESS training prior to the creation of your account. The WESS Users' Guide is available at <http://www.safetycenter.navy.mil/wess/tutorial/index.asp>

Response ☐ Accept ☐ Decline

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Done Internet

(Figure 2: WESS Usage Terms and Conditions)

WESS - PKI Registratio n Guide

New WESS Customer instructions continue

Complete
the form to
request the
WESS user
account

The screenshot shows a web browser window titled "Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI". The address bar shows "https://wessbeta.safetycenter.navy.mil/wess/model.do". The page header is "Web Enabled Safety System - FOR OFFICIAL USE ONLY". The main heading is "Request New User Account". A "Help" button is in the top right. A note states: "NOTE: Account requests will normally be processed by the end of the next business day (Monday - Friday)." A link "How do I request an account?" is provided. The form fields include: First Name *, Middle Name, Last Name *, Official Mailing Address, Official Email Address *, Confirm Email Address *, Rate/Rank *, Position Title *, Office Code, Address 1 *, Address 2, City, State, Country *, Postal Code (or Zip Code), Telephone (Include Area Code) *, DSN, and Subsystem(s) *. There are checkboxes for "Mishap/Hazard" and "Dive/Jump Reporting". A red box on the left contains the text "Complete the form to request the WESS user account" with a red arrow pointing to the form fields.

Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI

Address: https://wessbeta.safetycenter.navy.mil/wess/model.do

Web Enabled Safety System - FOR OFFICIAL USE ONLY

Request New User Account

Help

NOTE: Account requests will normally be processed by the end of the next business day (Monday - Friday).

[How do I request an account?](#)

First Name *

Middle Name

Last Name *

Official Mailing Address

Official Email Address *

Confirm Email Address *

Rate/Rank *

Position Title *

Office Code

Address 1 *

Address 2

City

State

Country *

Postal Code (or Zip Code)

Telephone (Include Area Code) *

DSN

Subsystem(s) *

☐ Mishap/Hazard

☐ Dive/Jump Reporting

(Figure 3: WESS - New User Account Request Form)

New WESS Customer instructions continue

Enter either the UIC code or the Activity name then select the search

Department of the Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by MFC1

Address: https://wessbeta.safetysystem.navy.mil/wess/model.do

Safety Data Reporting System - FOR OFFICIAL USE ONLY

Command UIC

UIC (Navy) or MCC/RUC (Marine)

If searching via a partial activity name, please follow these search suggestions:

- Detachments** - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Kefauver, Norfolk)
- Ships and Submarines** - Omit the preface of USS (RONALD REAGAN, OHIO)
- Shore** - Use root word of activity (safety, hospital, exchange, base) or activity location
- Squadrons** - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)
- Reserve Units** - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number:

Activity Name:

Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN Next

(Figure 4: WESS - command UIC selection)

New WESS Customer instructions continue

Department of the Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI

Address: https://wessbeta.safetycenter.navy.mil/wess/model.do

Safety Data Reporting System - FOR OFFICIAL USE ONLY

Request New User Account Summary

[Help](#)

An email requesting email address verification will be sent to you. Once you have verified your email address, your request will be forwarded to your Safety Authority for approval. Once your Safety Authority approves the request, you will receive a confirmation email message from the WESS Administrator. This will provide a unique user id and temporary password. The email will also include system access instructions. Account requests will normally be processed by the end of the next business day (Monday - Friday).

Official Email Address * tabatha.bridget@navy.mil

First Name * Joy

Middle Name

Last Name * McCoy

Rate/Rank * O-9

Position Title * Vice Admiral

Office Code

Command Name * NAVAL SAFETY CENTER NORFOLK VA UIC N63393

Address 1 * 375 A. St

Address 2

City Norfolk

State VA

Country * USA

Postal Code (or Zip Code) 23511

Telephone (include Area Code) * 757-444-3520 7048

DSN 354-3520

Subsystem(s) * Mishap/Hazard on Dive/Jump Reporting on

Request Justification * PKI login documentaion

Challenge Question * What is the city of your birth?

Challenge Answer * Natchez

Done

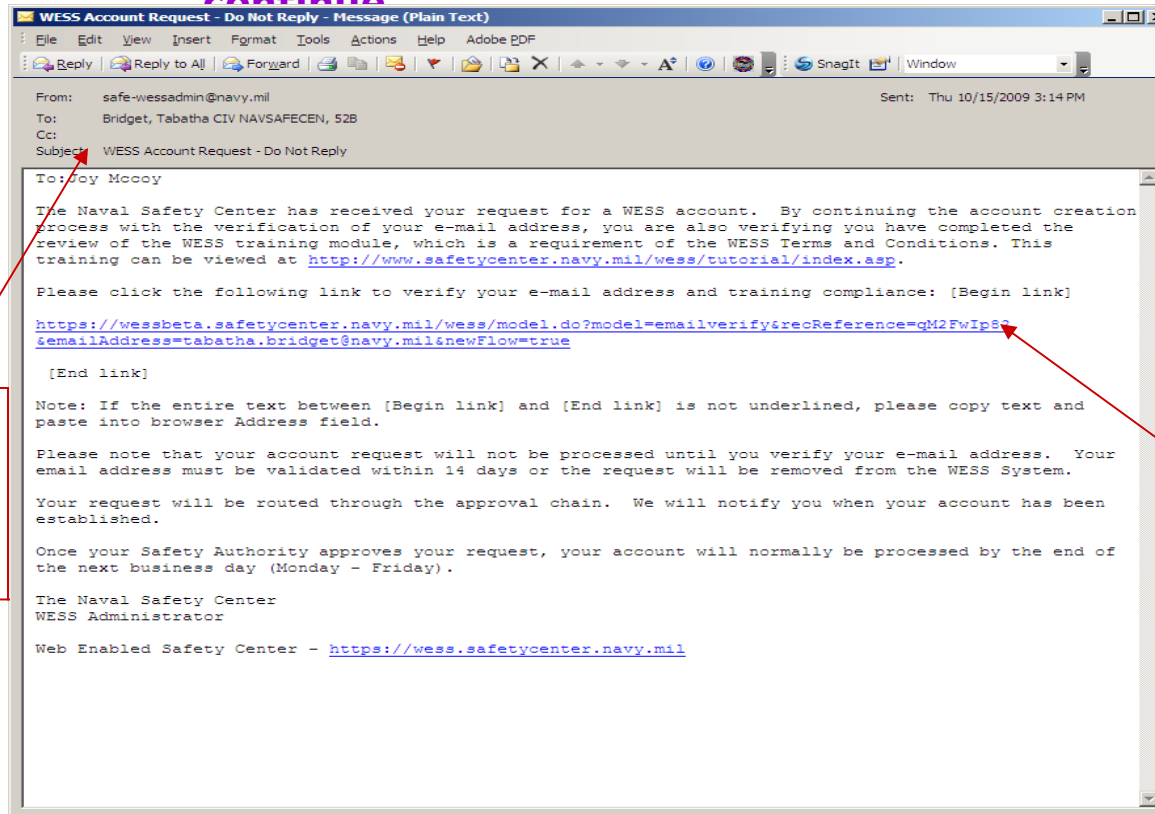
Internet

Summary of account user request

(Figure 5: WESS - Account summary)

WESS - PKI Registration Guide

New WESS Customer instructions continue



The email verification message will be sent to you.

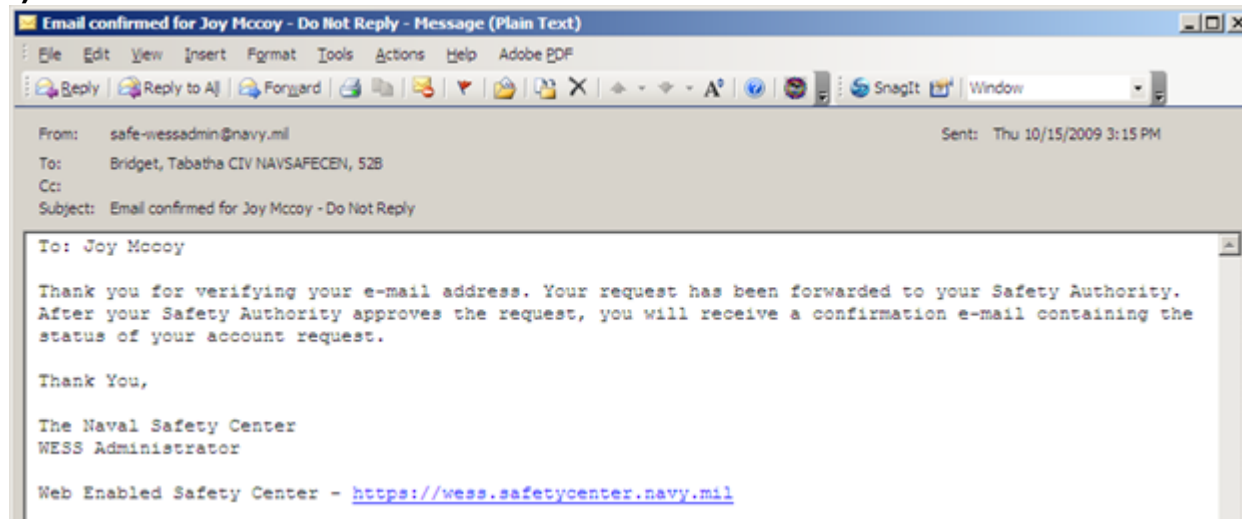
Please click the link here.

(Figure 6: WESS - Email verification message)

New WESS Customer instructions

Click the verify option to move the request to the next phase for approval.

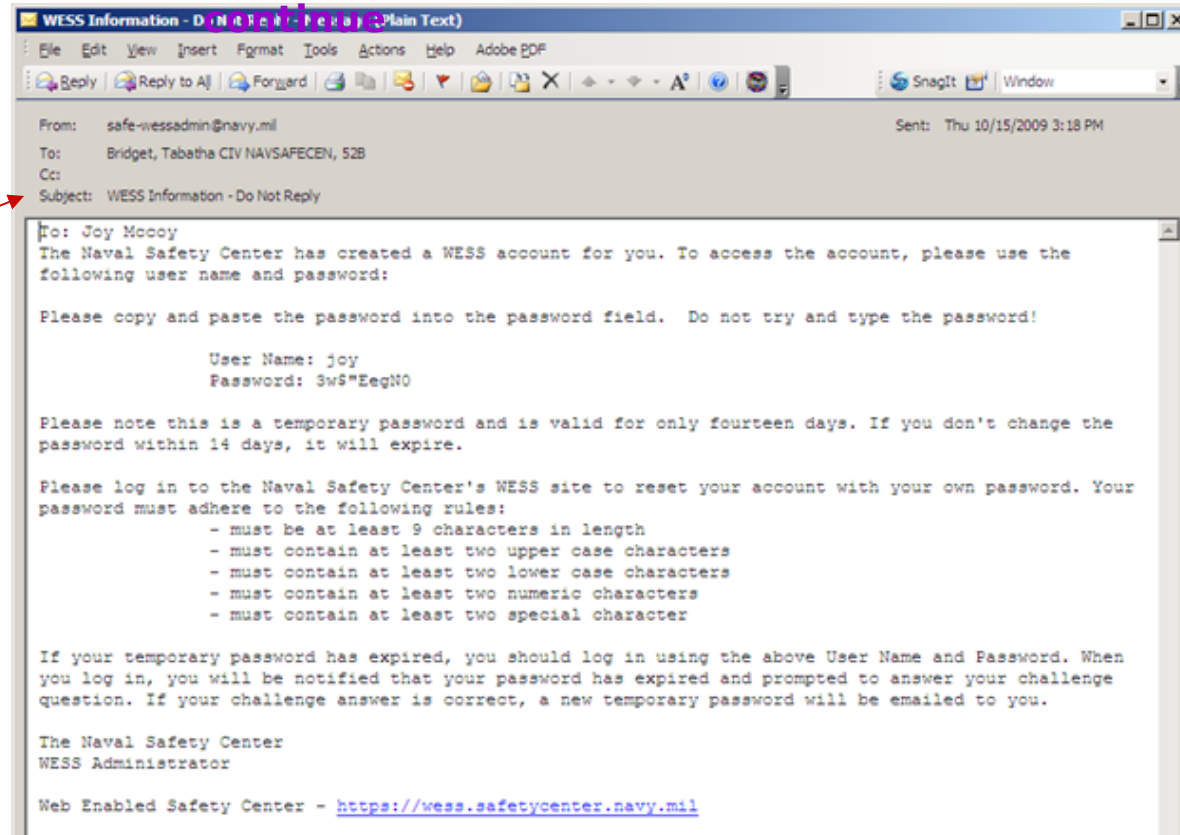
(Figure 7: WESS -Email verify screen)



(Figure 8: WESS - Sample Confirmation message)

WESS - PKI Registration Guide

New WESS Customer instructions



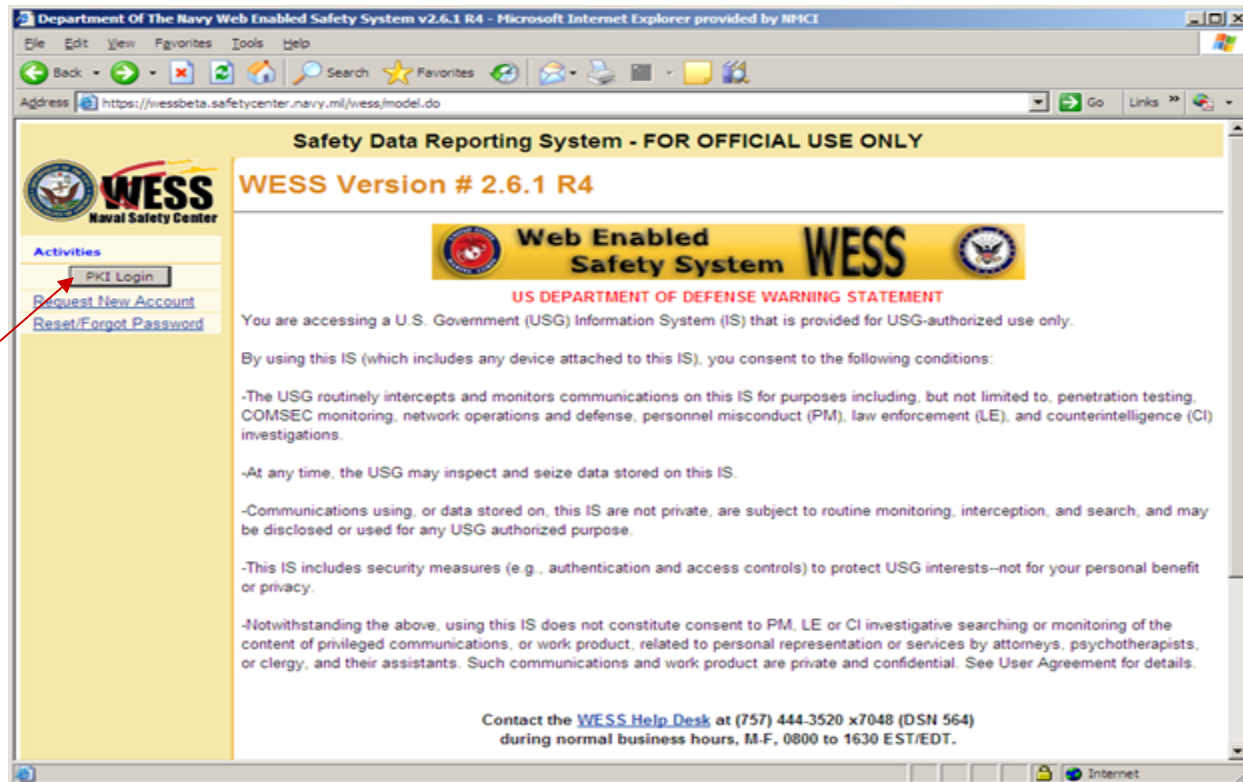
(Figure 9: WESS - User account information)

The continuation of this instruction will describe and display how to register PKI login

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WESS - PKI Registratio
n Guide

New WESS Customer instructions continue & Current WESS customer



Select the
PKI Login
to register
for PKI
login
during the
first login

(Figure 10: WESS - Login Page)

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New WESS Customer instructions continue & Current WESS customer

Now you can complete the PKI self Registration by entering your user name and password from the message received from the system.

Select register to move forward

The screenshot shows a web browser window titled "Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL: <https://wessbeta.safetycenter.navy.mil/wess/model.do?model=eamLogin&newFlow=true&workflow=pmi&hashcode=b963f80187d49730d7540d2dbc43b1>. The page content includes the WESS Naval Safety Center logo, a "Logout" link, and a "PKI Self Registration" section. The registration form contains the following fields and text:

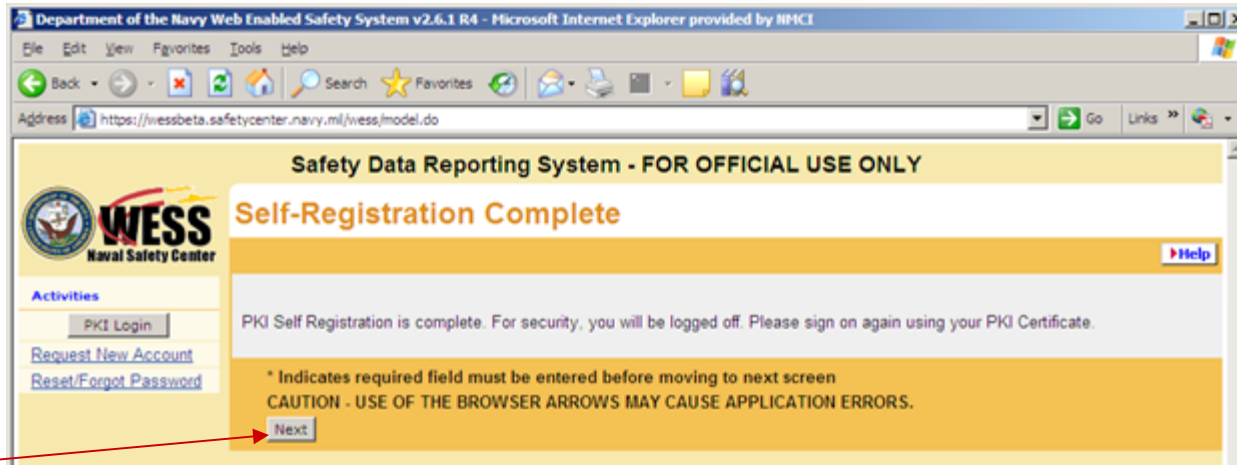
- User Name:** * joy
- Password:** * [masked]
- Certificate Dn:** CN=BRIDGET.LEE.TABATHA.1120876941, OU=USN, OU=PMI, OU=DoD, O=U.S. Government, C=US
- Certificate Serial:** 1124270
- Certificate Date:** 2010-11-23

Below the form, there is a note: "* Indicates required field must be entered before moving to next screen" and a warning: "CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS." At the bottom of the form are two buttons: "Register" and "Cancel". A red arrow points from the "Select register to move forward" text to the "Register" button.

(Figure 11: WESS Self Registration)

After this screen the customer should be able to log into WESS using the PKI login option.

New WESS Customer instructions continue & Current WESS customer



(Figure 12: WESS - Self registration complete)

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Expired Password Process

You must be able to log in using your username and password. (See Figure 13)

Select
Reset/Forgot
Password

Safety Data Reporting System - FOR OFFICIAL USE ONLY

WESS Version # 2.6.1 R4

Web Enabled Safety System WESS

US DEPARTMENT OF DEFENSE WARNING STATEMENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564) during normal business hours, M-F, 0800 to 1630 EST/EDT.

(Figure 13: WESS - Login Screen)

Expired Password Process

Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://wessbeta.safetycenter.navy.mil/wess/index.html> Go Links »

Web Enabled Safety System - FOR OFFICIAL USE ONLY

WESS
Naval Safety Center

Activities
[Return Home](#)

Enter User ID and Email Address [Help](#)

User ID

Official Email Address

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

(Figure 14: WESS - User ID and Email Address entry screen)

In Figure 14, please enter your WESS user id and the official email address that is registered in WESS. For any additional questions, please feel free to contact [WESS helpdesk](#). Then select next to proceed.

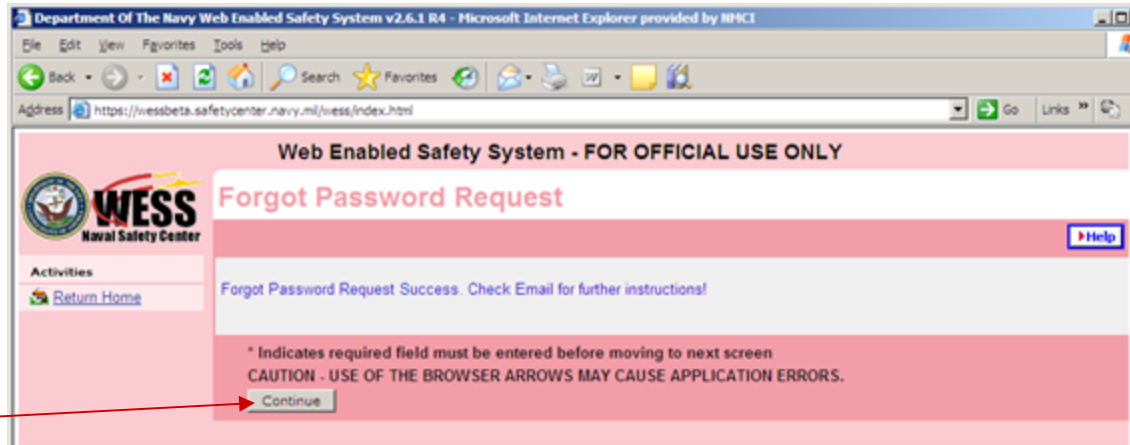
Expired Password Process

The screenshot shows a web browser window titled "Department Of The Navy Web Enabled Safety System v2.6.1 R4 - Microsoft Internet Explorer provided by NMCI". The address bar shows "https://wessbeta.safetycenter.navy.mil/wess/index.html". The page has a pink header with the text "Web Enabled Safety System - FOR OFFICIAL USE ONLY". On the left, there is a logo for the "WESS Naval Safety Center" and a link labeled "Return Home". The main content area has a light gray background and contains the question "What is the city of your birth?". Below the question is a text input field with "new orleans" entered. To the right of the input field is a blue "Help" button. Below the input field, there is a red box containing the text: "* Indicates required field must be entered before moving to next screen" and "CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS." At the bottom of the red box are two buttons: "PREVIOUS SECTION OR SCREEN" and "Next".

(Figure 15: WESS - Challenge Question)

For the challenge question, the customer must enter the response to this field that matches their initial entry at setup of the account, then select the next.

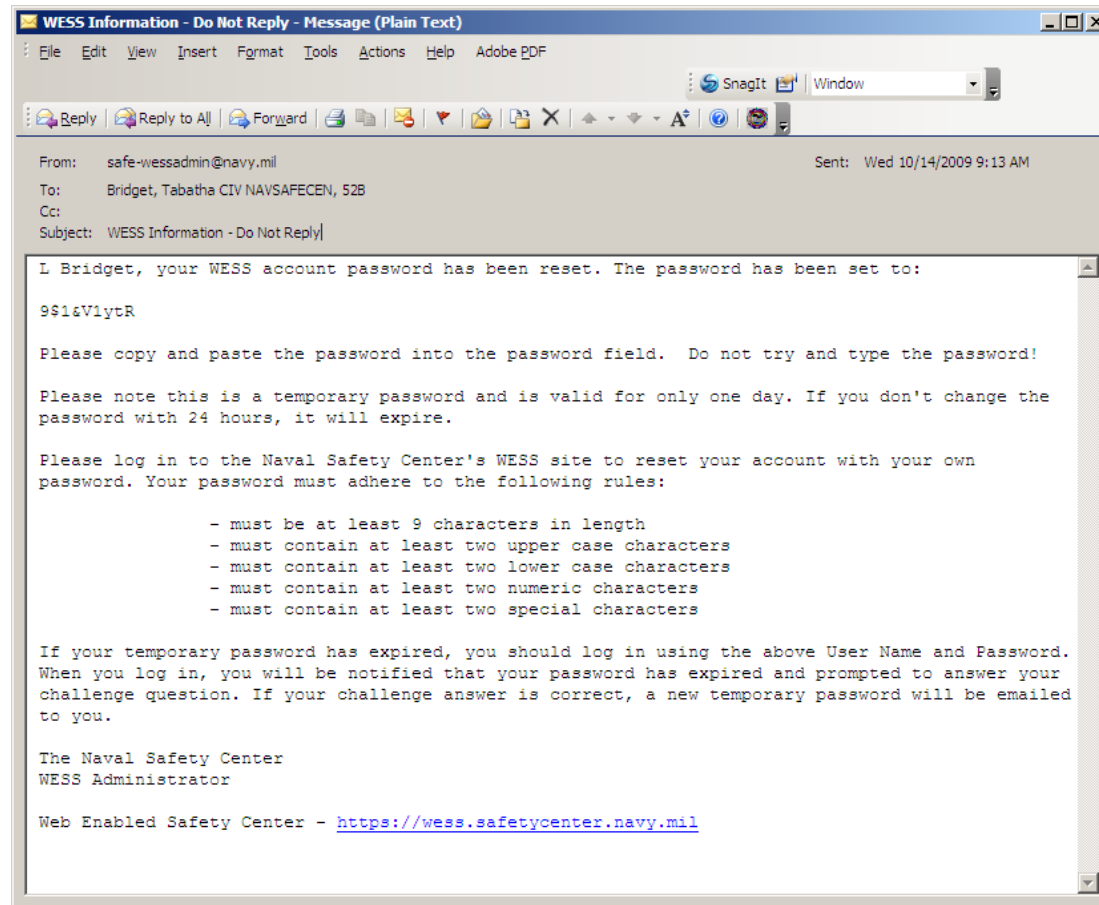
Expired Password Process



(Figure 16: WESS - Forgot Password Request final screen)

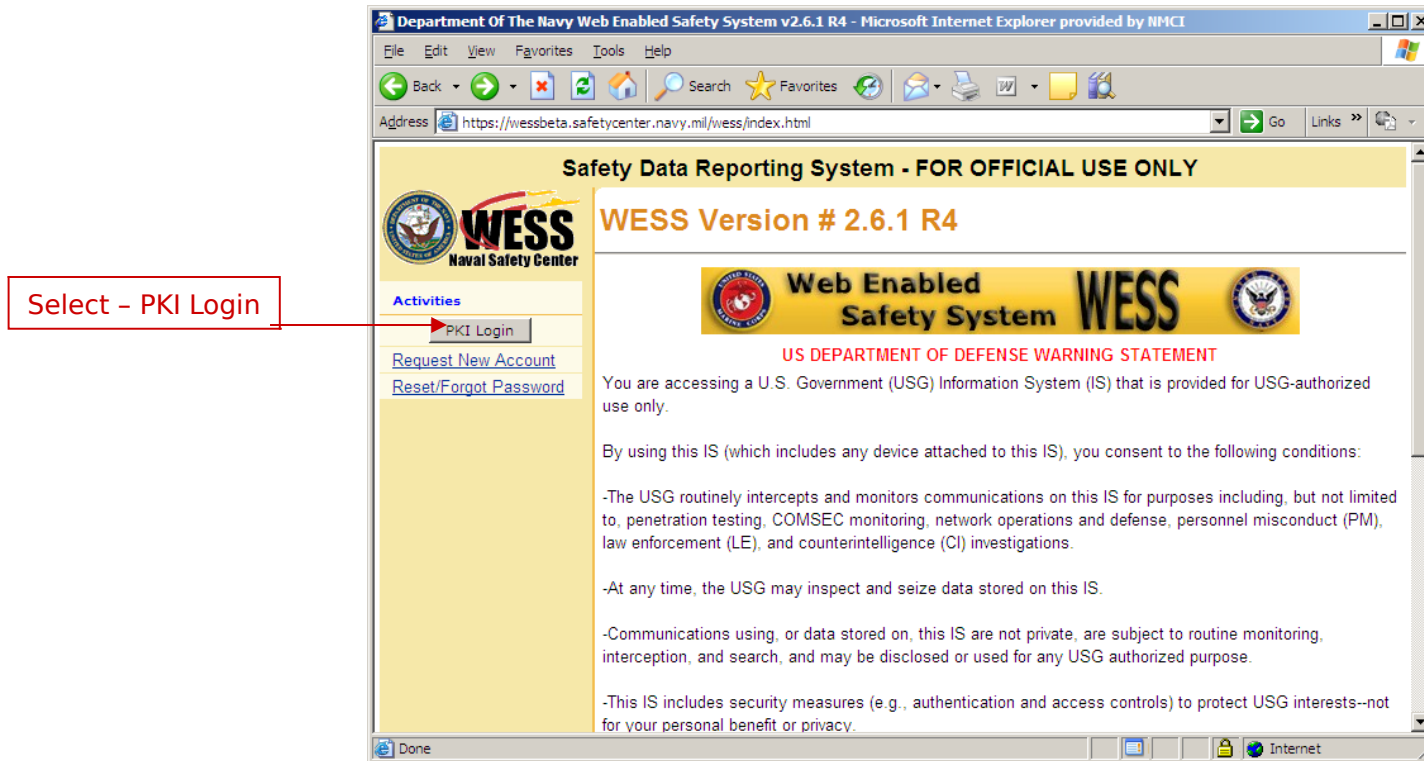
In figure 16, click the Continue button. The system will then email you an updated password so that you can register for PKI Login.

Expired Password Process



(Figure 17: Snapshot of password update email)

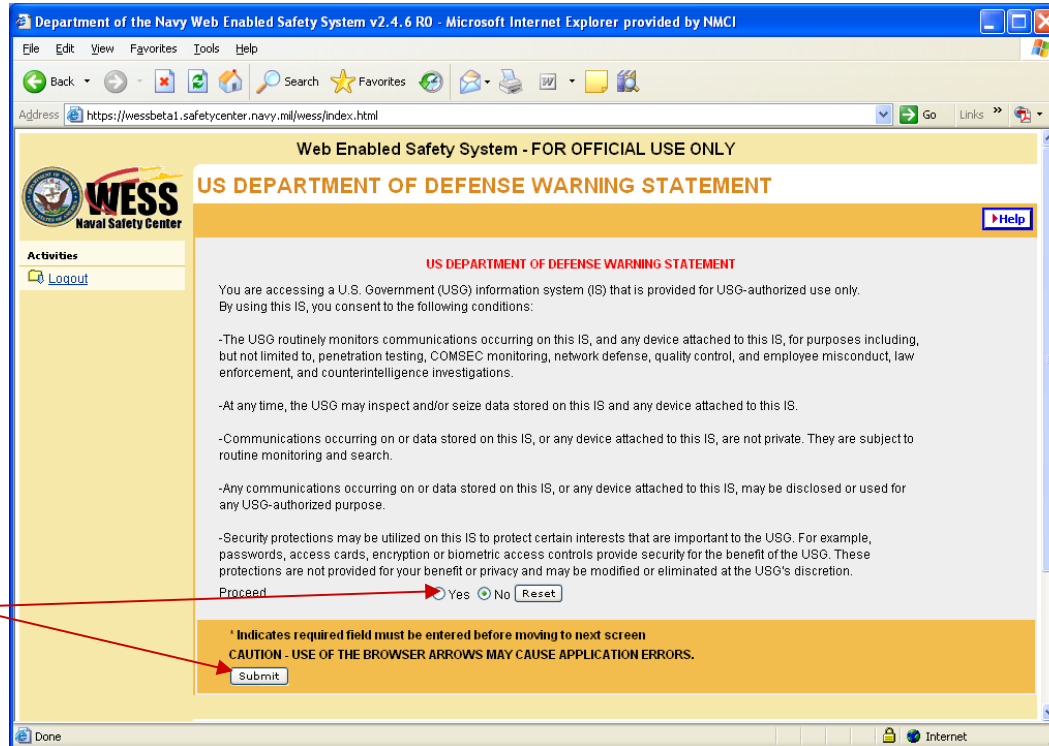
Expired Password Process



(Figure 18: Login Screen)

After completing the Reset/Forgot Password, you are now able to select the PKI Login. The good news is you should always have the ability to login using the PKI login.

PKI Login Process



(Figure 19: WESS - PKI Login Warning)

If you have any problems that were not addressed in this document, please contact the WESS Help Desk at NRFK_SAFE_WESShelp@navy.mil or (757)444-3520 Extension 7048.

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